



CIVIL SERVICE COMMISSION

Tuesday, February 14, 2017

COMMISSIONERS
John Costa - Vice Chair
Ron Le Doux
Don Nelson
Andrae Randolph - Chair
Rick Ward

Minutes

145 Fulweiler Avenue, Suite 200
Auburn, California 95603

Lori Walsh, Human Resources Director
Amy Pearson, Commission Clerk
Main Office: 530.889.4067
www.placer.ca.gov

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MEETING LOCATION:

Placer County Human Resources Department
Large Conference Room, 1st floor
145 Fulweiler Avenue, Suite 100, Auburn CA 95603 -- 530.889.4060

4:00 PM OPEN SESSION

Roll Call - It was noted that Commissioners Costa and Ward were absent from the meeting.

Flag Salute – Led by Commissioner Randolph

I. Agenda Approval

It was moved by LeDoux and seconded by Nelson that the agenda be approved. Motion carried unanimously.

II. Approval of Minutes from previous meeting – January 9, 2017

It was moved by LeDoux and seconded by Nelson to approve the January 9, 2017 minutes. Motion carried unanimously.

III. Public Comment: Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

IV. Old Business

Disciplinary Hearing Findings – Health and Human Services
The Commission met on January 11, 12 and 13, for a disciplinary hearing. The Commission upheld the Department's disciplinary decision.

V. New Business

Note: Chair Randolph acknowledged Commissioner Costa had arrived to the meeting.

- A.** Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C)(5)(c.) for employees assigned to the Departments of the Auditor Controller, Health and Human Services, Administrative Services, and the District Attorney.

It was moved by LeDoux and seconded by Costa that the Work out of Class Pay be approved as requested by the Department of Auditor Controller. Motion carried unanimously.

It was moved by Nelson and seconded by LeDoux that the Work out of Class Pay be approved as requested by the Department of Health and Human Services. Motion carried unanimously.

The requests for Work out of Class pay for the Departments of Administrative Services and District Attorney were withdrawn.

- B.** Request for approval to reclassify a Senior Administrative Legal Clerk in the Sheriff's Office to the classification of Investigative Assistant and the non-competitive promotion of the current incumbent.

It was moved by LeDoux and seconded by Costa to approve the request to reclassify a Senior Administrative Legal Clerk to the classification of Investigative Assistant and the non-competitive promotion of the current incumbent at the Sheriff's Office. Motion carried unanimously.

VI. COMMUNICATIONS - Reports to the Commission are informational items only. No action will be taken.

- A.** Provisional Appointments – None
- B.** Staff Reports and Correspondence
1. Staff updates

- Hedy Dehghan - Hedy announced the promotion of Kathy Youngs as the Senior Personnel Analyst in the Human Resources Department and introduced Lori Janssen, as the new Personnel Analyst II, taking Kathy's position.
- Lori Walsh - Lori announced the coming retirement of Sharyl Stannard, Internal Investigator and upon departure Amy Pearson will be promoting to the Personnel Analyst I, vacating the Executive Secretary and Commission Clerk position. Lori will be looking to fill the position and hope to conduct interviews in the coming month.
- Lori Walsh – Lori announced Kelly Tourville had received her 30 year service award with Placer County this last year.

- C. Commissioner Comments
Commissioner Costa complimented the longevity of staff in the HR department when Director Walsh announced Kelly Tourville's service award.

CLOSED SESSION – Commissioners adjourned to closed session

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- A. Closed Session pursuant to Government Code Section 54957 to consider an appeal filed pursuant to Section 3.08.710 of the County Code challenging the assessment by the Human Resources Department regarding an employee's qualifications to be promoted or appointed to or employed as a Senior Personnel Analyst with the Department.
- B. Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3 Section 3.04.650.

OPEN SESSION – Commissioners reconvened in open session

- VII. Report of action taken in closed session pursuant to Government Code Section 54957.1.
In closed session the following action was taken:
There was a motion by Commissioner LeDoux, seconded by Commissioner Costa, to uphold the assessment by the Human Resources Department, pertaining to the appeal by an employee of their qualifications to be promoted, or appointed to, or employed as a Senior Personnel Analyst. The motion carried unanimously.

VIII. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.
It was moved by LeDoux and seconded by Costa that the classified merit increases be approved. Motion carried unanimously.

IX. Adjournment @ 5:56 p.m.
There being nothing further to come before the Commission, it was moved by LeDoux and seconded by Costa that the meeting be adjourned. Motion carried unanimously.

Civil Service Commission – Upcoming Regular Meetings

- Monday, March 13 – Rocklin – Child Support Services

PLACER COUNTY CIVIL SERVICE COMMISSION



Andre Randolph, Chair

Amy Pearson, Commission Clerk